



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

**Subject: ISSUANCE OF REPAIR
STATION CERTIFICATES TO FOREIGN
APPROVED MAINTENANCE
ORGANIZATIONS UNDER THE
MAINTENANCE IMPLEMENTATION
PROCEDURES OF A BILATERAL
AVIATION SAFETY AGREEMENT**

Date: 9/23/02

AC No: 145-7A

Initiated By: AFS-300

Change:

1. PURPOSE. This advisory circular (AC) provides information and guidance on an acceptable means, but not the only means, to be used by a National Aviation Authority (NAA) Approved Maintenance Organization (AMO) to obtain, renew, or amend a Title 14 of the Code of Federal Regulations (14 CFR) Part 145 repair station certificate. This certificate is obtained under the provisions of Maintenance Implementation Procedures (MIP) concluded according to a Bilateral Aviation Safety Agreement (BASA).

2. FOCUS. This AC applies to NAA AMOs seeking a Part 145 repair station certificate under the provisions of a BASA/MIP. The AMO must be located in a country with which the Federal Aviation Administration (FAA) has concluded a BASA/MIP.

3. CANCELLATION. AC 145-7, Issuance of Repair Station Certificates to JAA-Approved Maintenance Organizations under the Maintenance Implementation Procedures of a Bilateral Aviation Safety Agreement, dated May 11, 1998, is canceled.

4. RELATED MATERIAL.

a. 14 CFR Parts 43, 121, and 145.

b. Advisory Circulars. You may obtain copies of these documents from the U.S. Department of Transportation, Subsequent Distribution Center, SVC-121.23, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, Maryland 20785.

(1) AC 00-2.13, Advisory Circular Checklist.

(2) AC 00-44II, Status of Federal Aviation Regulations.

- (3) AC 20-62, Eligibility, Quality, and Identification of Aeronautical Replacement Parts.
- (4) AC 21-29, Detecting and Reporting Suspected Unapproved Parts.
- (5) AC 140-7, FAA Certificated Repair Stations Directory.
- (6) AC 187-1, Flight Standards Service Schedule of Charges Outside the United States.

c. FAA Orders. You may purchase copies of these documents from the Superintendent of Documents, P.O. Box 371954, Pittsburgh, Pennsylvania 15250-7954.

- (1) Order WA 0000.5D, Washington Headquarters Directives Checklist.
- (2) Order 8300.10, Airworthiness Inspector's Handbook.

d. Joint Aviation Requirements (JAR) Documents. You may obtain copies of these documents from the Civil Aviation Authority, Printing and Publication Services, Global Engineering Documents, 15 Inverness Way East, Englewood, CO 80112-5776.

- (1) JAR 145, Approved Maintenance Organizations.

(2) JAA Administrative and Guidance Material Section Two: Maintenance, Part Two: Procedures, Chapter 30. This document describes working procedures for the application of the general elements of the special conditions in the MIP and prescribed procedures/working procedures.

5. BACKGROUND.

a. Under the provisions of 14 CFR Part 145, § 145.13, § 145.51, and subpart C, the FAA certifies repair stations that are located outside of the United States. Certifying foreign repair stations addresses the need to maintain, alter, or modify aeronautical products that are subject to U.S. airworthiness regulations in foreign countries. The need to maintain aircraft and components outside the United States has continued to expand with the corresponding increase in international air travel and the rise in the number of foreign-manufactured aeronautical products used by U.S. operators.

b. Similarly, many countries also have experienced an increase in their use of U.S. facilities to perform maintenance, alteration, or modification of aeronautical products, subject to their national requirements. Because the FAA and certain NAAs have extensive inspection, surveillance, evaluation, and certification programs for their respective repair facilities, a system to eliminate duplicate activities has been developed. This is accomplished by implementing a BASA and its accompanying MIP.

c. The MIP are based on an FAA and NAA evaluation of Parts 43 and 145 and the country's national regulations governing AMOs. This evaluation has determined the areas in which these

regulations and requirements agree. The requirements in Parts 43 and 145 that are not in NAA requirements are in FAA Special Conditions in the MIP. The requirements in NAA regulations that are not in Part 145 are in NAA Special Conditions in the MIP. As a result, an NAA AMO complying with NAA requirements and the FAA Special Conditions in the MIP complies with Parts 43 and 145.

6. DEFINITIONS.

a. Alteration or Modification. A change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

b. Approved Maintenance Organization (AMO). A maintenance organization certificated by an NAA.

c. Article. After April 2003, which is the effective date of the revised Part 145 rule, article means an aircraft, airframe, aircraft engine, propeller, appliance, or component part.

d. Bilateral Aviation Safety Agreement (BASA). An executive agreement concluded between the United States and a foreign country for the promotion of aviation safety. Also known as an Agreement for the Promotion of Aviation Safety.

e. Civil Aeronautical Product. Any civil aircraft, aircraft engine or propeller, or subassembly, appliance, material, part, article, or component to be installed thereon.

f. Compliance with 14 CFR Parts 43 and 145. For an AMO from a JAA country, compliance with the latest issue of JAR 145 and the FAA Special Conditions as set forth in the Implementation Procedures and all Interpretive Explanatory Materials (IEM), Acceptable Means of Compliance (AMC), and JAA Maintenance Temporary Guidance Leaflets (TGL). For an AMO from a non-JAA country, compliance with the NAA requirements and the FAA Special Conditions in the MIP.

g. Compliance with Foreign National Requirements and Guidance. Compliance with the latest issue of Parts 43 and 145 and the NAA Special Conditions as set forth in an MIP, recognizing that FAA ACs and NAA policy documents provide additional guidance in this area.

h. Data Approved by the FAA. Data approved by the Administrator or the Administrator's designated representative.

i. Data Approved by the NAA. Data approved by an NAA or by an organization approved by the NAA for that purpose.

j. Code of Federal Regulations (14 CFR). Title 14 of the Code of Federal Regulations, Parts 1 through 199.

k. Geographic Authorization. An approval provided to a foreign repair station to perform maintenance support under contract for a U.S. air carrier, or an operator of U.S.-registered aircraft under 14 CFR Part 129, at a location other than the repair station facility. The FAA issues a geographic authorization to respond to the maintenance needs of a U.S. air carrier or Part 129 operator at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.

l. Inspection Procedures Manual (IPM). A manual explaining the inspection system and internal inspection procedures of a 14 CFR Part 145 certificated repair station. It describes how the repair station will comply with the inspection requirements and the procedures for the performance of work away from the station.

m. Implementation Procedures for Airworthiness (IPA). The procedural document authorized by the BASA Executive Agreement for design approval, production activities, export airworthiness approvals, post-design activities, and technical assistance between authorities. See AC 21-23 for additional information.

n. Joint Aviation Authorities (JAA). An organization consisting of representatives of the NAA of European countries that have signed an “Arrangement Concerning the Development and the Acceptance of the Joint Airworthiness Requirements.” The JAA maintains a current listing at Joint Aviation Authorities, P.O. Box 3000, 2130 KA Hoofddorp, Netherlands; telephone: 31 23 56 79711; facsimile: 31 23 56 21714.

o. Joint Aviation Requirements (JAR). JAR are a uniform set of regulations issued by the JAA. They are interpreted and implemented by JAA policy guidance in the form of IEMs, AMC, JAA Maintenance TGLs, and JAA Administrative and Guidance Material, Part Two: Maintenance.

p. Line Maintenance.

- (1) Any unscheduled maintenance resulting from unforeseen events, or
- (2) Scheduled checks that contain servicing and/or inspections that do not require specialized training, equipment, or facilities.

q. Main Base. The primary location of a repair station. It includes the facilities where all aspects of maintenance under its rating can be performed and records are maintained.

r. Maintenance. The performance of inspection, overhaul, repair, and preservation, and the replacement of parts, materials, appliances, or components of a civil aeronautical product to ensure the continued airworthiness of that product, excluding alterations or modifications.

s. Maintenance Implementation Procedures (MIP). Procedures for implementing the provisions of a BASA that apply to maintenance.

t. Maintenance Standardization Team (MAST). A team of maintenance inspectors from JAA-member NAAs who visit an NAA. The team determines whether that NAA applies maintenance-related JAR in accordance with JAA standards.

u. Maintenance Organization Exposition (MOE). A manual required by JAR 145.70 that describes an AMO and sets forth its procedures, means, and methods.

v. Manual Deviation. Minor deviation from instruction for continued airworthiness (ICA) that does not require NAA- or FAA-approved data. However, such a deviation must be coordinated with the operator of the aeronautical product and identified on the product record.

w. NAA Procedures. NAA application of regulation and procedures in its national systems, rules, practices, and policy.

x. NAA Regulations and Guidance. A uniform set of regulations issued by an NAA. They are interpreted and implemented by NAA policy guidance in the form of written Administrative and Guidance Material.

y. National Aviation Authority (NAA). The aviation regulatory authority of a foreign country.

z. Perceived Need. A current or future operational or economic necessity for the maintenance, preventive maintenance, or alteration of aeronautical products, subject to the FAA's regulatory oversight, at a facility located outside the United States.

aa. Required Inspection Items (RII). The items of maintenance and alterations that must be inspected by a person other than the one who performed the work. The inspection must include at least those items that could result in a failure, malfunction, or defect, endangering the safe operation of the aircraft if not performed properly or if improper parts or materials are used.

bb. Special Conditions. Conditions in an MIP that specify the requirements in Parts 43 and 145 that the FAA has determined are not in NAA requirements (FAA Special Conditions). Also the NAA requirements that an NAA has determined are not in Parts 43 and 145 (NAA Special Conditions).

NOTE: FAA Special Conditions are in Appendix 1 of this AC.

cc. Unapproved Part. A part that does not meet the requirements of an "approved part" as specified in AC 21-29B, Detecting and Reporting Suspected Unapproved Parts.

7. SPECIAL PROVISIONS FOR REPAIR STATIONS LOCATED OUTSIDE THE UNITED STATES. The FAA, NAA, and industry should be aware of the following special provisions and situations:

a. The Statement of Perceived Need. In the statement of perceived need, the applicant AMO should indicate its need to perform maintenance on or alteration/modification of aeronautical products subject to U.S. airworthiness regulations in foreign countries and to obtain a Part 145 repair station certificate. The applicant AMO can substantiate this perceived need by including a statement from an operator of U.S.-registered aircraft or a company that maintains or alters items to be installed on U.S.-registered aircraft, indicating that the applicant AMO's services are required. The perceived need also can be established with documentation from a leasing company or a supplier/distributor showing that the applicant AMO's services are needed. The applicant AMO can confirm in writing that the leasing company or supplier/distributor is doing business with operators of U.S.-registered aircraft.

b. NAA Reporting Requirements. The MIP allows the FAA to recognize the corrective action of the NAA without taking additional action. The NAA inspector must provide the FAA with the appropriate information on the appropriate surveillance form, indicating any findings/discrepancies and/or corrective action as described in paragraph 11, Continuing Validity.

c. NAA Limitations Document/FAA Operation Specifications (OpSpecs).

(1) General. The NAA must provide the FAA inspector with a copy of the applicant AMO's NAA certificate and limitations document (in the case of the JAA, JAA Form 3, including approval schedule). The FAA will add the appropriate FAA ratings to the FAA certificate. This is normally a broad rating; the FAA OpSpecs will contain the limitations. The FAA will add the NAA Certificate identifier/certificate number (in the case of the JAA, the JAA certificate number or Form 3 approval schedule number) as the limitation to the FAA OpSpecs. (See paragraph 9a, Extent of Approval, for additional information.)

(2) Capabilities List. Using a Capabilities List (CL) limited ratings is an effective way of identifying all articles for which an AMO has an established repair capability. The CL is an extension of the AMO's OpSpecs. Its use depends on the AMO establishing procedures for conducting self-audits of its facility and capabilities that are approved and accepted by the AMO's NAA on the FAA's behalf. (See paragraph 8b(7) for scope and detail.)

NOTE: Due to FAA recognition of the JAA rating system, MIP countries will not be issued class ratings.

d. Line Stations. Although the NAA may have issued an applicant AMO a single NAA certificate for facilities that include line stations, the FAA will issue a separate repair station certificate for each maintenance organization facility. However, under the BASA/MIP agreement, FAA will allow the line stations of a facility that are within the boundaries of the MIP country to be under one certificate and listed in the AMO's manual. (See paragraph 9b for scope and detail.) Outside of the MIP country, the FAA may issue geographic authorizations.

e. Geographic Authorizations. This provision provides for work performed by an AMO on a continuing basis outside the BASA/MIP country while under contract with an operator of U.S.-registered aircraft. (See paragraph 9d for scope and detail.)

(1) The FAA will not issue a geographic authorization for a facility located in the United States.

(2) A Part 129 operator of U.S.-registered aircraft seeking to have work performed by a foreign repair station at a location other than the main facility will follow the same process as a Part 121 air carrier.

8. DISCUSSION. An NAA AMO seeking certification as a Part 145 repair station under the provisions of a BASA/MIP must follow the NAA procedures in addition to the following requirements.

a. Initial Certification. Initial certification will be for a 1-year period. Under the BASA/MIP, renewals of an FAA Part 145 repair station certificate are required every 2 years/24 months.

(1) To apply for a Part 145 repair station certificate under the provisions of a BASA/MIP, an NAA AMO must be located in and under the regulatory control of a country that has signed a BASA/MIP with the United States. The AMO also must not have relevant outstanding findings of noncompliance from NAA oversight audits. A maintenance organization may not apply concurrently for a Part 145 repair station certificate and NAA approval/certification under the MIP.

(2) After receiving an inquiry from an AMO, the NAA having jurisdiction over that AMO will return a copy of this AC and the relevant NAA procedures as determined by the NAA.

(3) After thoroughly reviewing this AC, the AMO should submit basic information to the NAA, which will be forwarded to the FAA as described below.

(a) Air Agency Name:

i. If applicable, "Doing Business As" (DBA);

ii. Physical Location;

- Address to include city, postal code, country
- Mailing address, if different from above

iii. Business phone number;

iv. Fax number; and

v. E-mail address, if available.

(b) Chief Executive Officer (Accountable Manager):

i. Name;

ii. Title;

iii. Address to include city, postal code, country;

iv. Business phone number;

v. Fax number; and

vi. E-mail address, if available.

(c) Company Liaison to the FAA (Quality Manager):

i. Name;

ii. Title;

iii. Business phone number;

iv. Fax number; and

v. E-mail address, if available.

(d) Personnel:

i. Number of FAA-certificated mechanics;

ii. Number of non-FAA certificated mechanics; and

iii. Number of total employees.

(e) A statement that indicates the perceived need, as described in paragraph 7a.

NOTE: This information is entered into the FAA Vital Information Subsystem (VIS), which is a computer database used to identify all FAA certificate holders. In most cases, the FAA International Field Offices (IFO) provide a sample form of the above questions on their IFO web pages. This information may be provided directly to the FAA via the web page form.

(4) If the NAA determines the information is complete and acceptable, the NAA will forward this information and the rating applied for to the FAA IFO/Certificate-Holding District Office (CHDO) with geographic responsibility for the country where the AMO is located. After receiving the information, the IFO/CHDO will obtain and forward a precertification number to the NAA to distribute. Use of this precertification number by the AMO will help the FAA process the application. The IFO will also establish an office list of pending applications using the above information. The NAA will follow their normal procedures and processes during all phases of the certification process. The NAA should forward FAA Form 8310-3, Application for Repair Station Certificate and/or Rating, to the AMO for completion.

(5) The NAA will require the AMO to submit the following documents in the English language and they may request a duplicate copy in the national language.

(a) A completed FAA Form 8310-3, Application for Repair Station Certification and/or Rating, including a list of maintenance functions to be performed for the AMO under contract. This list is required to be part of the manual/FAA supplement, and may be referenced with an attached copy of the list.

(b) An FAA Supplement to the AMO's manual. The FAA Supplement addresses compliance with all FAA Special Conditions. If the FAA Supplement refers to a section of the AMO's manual to demonstrate compliance with any FAA Special Condition, that section of the manual must be available in English. If the FAA Supplement refers to the AMO's management or quality system to demonstrate compliance with FAA Special Conditions, the AMO should ensure that these systems specifically address not only NAA requirements but also FAA Special Conditions (e.g., the AMO's quality system should provide for auditing FAA Special Conditions). A sample FAA Supplement to a manual is in Appendix 2.

(c) A copy of the AMO's NAA Certificate and limitation document/Approval Schedule, including any referenced CL.

(d) Two copies of a brochure providing a physical description of the facility. (After April 2003, the brochure will not be required. A written description of the facility or photograph will meet this requirement).

(e) The NAA-approved procedures for the AMO to use a CL must contain information for the self-audit/internal evaluation program or quality monitoring system procedures to ensure the following:

- i. The AMO's procedures for revisions do not exceed the AMO's FAA rating;
- ii. The self-audit is complete for the articles being added, ensuring that the AMO has the technical data, equipment/material, and trained personnel, housing, and facilities for the article being added; and

iii. A record-keeping procedure that retains copies in the English language of the CL revision audit will be available to the FAA on request.

(6) The NAA will review the AMO's application package for conformance with the FAA Special Conditions. The NAA also will review the results of previous audits/inspections for compliance with any outstanding corrective actions mandated by the NAA. If deficiencies are found in any document, the NAA will inform the applicant of the deficient areas and indicate that the application process will not continue until all deficiencies are corrected.

(7) If the information that the AMO submits is acceptable, the NAA will conduct an oversight audit for compliance with NAA requirements and FAA Special Conditions, using the appropriate inspection form agreed to in the MIP. If the AMO has successfully completed an NAA oversight audit within 90 days of the NAA's recommendation to the FAA for certification, the NAA will not have to conduct a review for compliance with their requirements. However, the NAA will conduct an oversight audit for compliance with FAA Special Conditions regardless of whether an audit for compliance with NAA requirements has been successfully completed within 90 days of the NAA's recommendation. The NAA may require the AMO to pay a fee for the performance of this audit. The NAA fees are not part of the MIP or FAA requirement, but in accordance with NAA requirements. The AMO should direct all questions regarding these fees to the NAA.

(8) If the NAA discovers deficiencies in an AMO's application package or after conducting an oversight audit, the NAA will allow sufficient time after notification to correct the deficiencies, in accordance with NAA procedures. If the applicant fails to correct the deficiencies within the NAA timeframe, the NAA will terminate the application process and notify the FAA. In the event of unusual circumstances, the NAA will notify the FAA, which may agree to extend the period upon mutual agreement for a reasonable period of time, provided that the applicant demonstrates an ability and willingness to correct the noted deficiencies. If corrective action must be taken, the applicant should notify the NAA in writing when all deficiencies have been corrected. A copy of the application package must be retained by the NAA for a minimal period of a year and made available to the FAA on request.

(9) When an audit indicates that the AMO is in compliance with NAA requirements and the FAA Special Conditions, the NAA will complete the audit form, including a signed recommendation. (In the case of the JAA, the FAA annex to JAA Form 6.)

(10) The NAA will send the following completed documents to the FAA IFO/CHDO with geographic responsibility for the country in which the AMO is located:

(a) FAA Form 8310-3, to include a list of maintenance functions to be performed for the AMO under contract;

(b) A copy of the completed appropriate FAA annex surveillance/audit form, which includes the NAA-signed recommendation (in the case of the JAA, FAA annex to Form 6 and signed recommendation);

(c) A copy of the brochure providing a physical description of the facility with accompanying photographs. A copy of the brochure will be retained by the NAA (After April 2003, the brochure will not be required. A written description of the facility or a photograph will meet this requirement); and

(d) A copy of the AMO's NAA Certificate and limitation document/Approval Schedule, including any referenced procedures for the use and revision to a capability list, a copy of the CL, and a copy of the AMO's line station listing, as listed in the FAA supplement (reference paragraph 9b)

NOTE: The copy of the CL is only necessary during initial certification.

(11) All documents should be submitted in the English language. The IFO/CHDO will review the documents to ensure the package is complete.

(12) The NAA will review and approve the procedures for the AMO to use a CL, which must contain information for the self-audit/internal evaluation program or quality monitoring system procedures to ensure the following:

(a) The AMO's procedures for revisions do not exceed its FAA rating;

(b) The self-audit is complete for the articles being added, ensuring that the AMO has the technical data, equipment/material, and trained personnel, housing, and facilities for the article being added; and

(c) A record-keeping procedure that retains copies of the CL revision audit, which will be available to the FAA in the English language on request.

(13) During initial certification no finding should be noted on the surveillance form (FAA annex to JAA Form 6) or any of the documents submitted to the FAA. However, the FAA recognizes that several languages are involved in BASA/MIP programs. Therefore, minor discrepancies may occasionally be noted because of various interpretations or misunderstandings on the documents submitted. These minor discrepancies should be discussed with the NAA but should not delay the issuance of the FAA certificate. Time should be allocated and agreed to by the NAA and FAA for corrective action.

(14) When satisfied that the package confirms that the AMO meets the requirements for the issuance of a certificate and has paid the appropriate fee, the FAA will forward FAA Form 8000-4, Air Agency Certificate, and FAA Form 8000-4-1, Repair Station Operations Specifications. These forms will list all applicable limitations to the NAA for distribution to the AMO. The limitation on the FAA OpSpecs will list the NAA rating as the limitation. The Air Agency certificate will list the FAA rating.

(15) After issuing a Part 145 repair station certificate and Repair Station Operations Specifications, the IFO/CHDO will prepare and retain a Certification Report that includes the following:

- (a) A completed FAA Form 8310-3;
- (b) The appropriate NAA surveillance/audit form, including the FAA annex with the NAA recommendation (in the case of the JAA, the FAA annex to Form 6 and a signed recommendation);
- (c) A copy of the AMO's NAA certificate, limitation document/Approval Schedule, and U.S. operator line station listing (refer to paragraph 9b);
- (d) A copy of the brochure providing a physical description of the facility with accompanying photographs;
- (e) A copy of FAA Form 8000-4, Air Agency Certificate;
- (f) A copy of FAA Form 8000-4-1, Repair Station Operations Specifications (or new computer generated OpSpecs); and
- (g) A summary of discrepancies noted during the certification process and corrective action taken.

(16) Enter VIS information required by paragraph 8a(3).

b. Change in Certificate.

(1) Each of the following situations require the certificate holder to apply for a change in a repair station certificate using FAA Form 8310-3:

- (a) A change in the location, housing, or facilities of the repair station (after April 2003, an FAA application need only be submitted when the change in the housing and facilities effects the certificate, i.e., address change/ownership change);
- (b) A request to add or amend a rating; and/or
- (c) A change in ownership or name change. If the holder of a repair station certificate sells or transfers its assets, the new owner must apply for an amended certificate. Name changes also require an application and certificate change.

(2) The AMO requesting a change will forward a completed FAA Form 8310-3, indicating the change to the NAA, including any supporting documentation required by the change. All of the AMO documentation submitted should be available in the English language. The NAA may require the AMO to submit a duplicate document in the national language. If the

request requires a change to the AMO's FAA Supplement or facility brochure, these documents should also be submitted to the NAA.

(3) The NAA will immediately inform the FAA of all proposed changes to the location, housing, or facilities of the repair station that would affect the conditions of the current certificate. After discussions with the FAA, the NAA may recommend that the AMO be permitted to continue operating as a Part 145 repair station while the proposed changes are being implemented. (After April 2003, the NAA and/or a repair station need only report changes to the housing and facilities that effect its FAA certificate and/or OpSpecs, e.g., change in address).

(4) The NAA will conduct an on-site review of the AMO for requests involving a change in rating or facilities. The NAA will review the documentation submitted by the AMO and, if satisfactory, will forward to the FAA the following documents in the English language:

- A copy of FAA Form 8310-3
- Copies of the AMO's amended NAA certificate and limitation document/Approval Schedule
- The appropriate NAA surveillance/audit form, including the signed recommendation (in the case of the JAA, FAA annex to Form 6 and signed recommendation)
- All other supporting documentation

(5) The FAA will review the package to ensure that it is complete. When satisfied, the FAA will forward the revised certificate/OpSpecs to the NAA for distribution to the AMO.

(6) Revisions to an AMO's FAA manual supplement that reflect changed procedures but do not change the nature of the AMO's Part 145 certificate or ratings should be submitted to the NAA for review before implementation in accordance with NAA procedures. The AMO is not required to submit FAA Form 8310-3 to the NAA for such revisions, and the NAA is not required to submit these revisions to the FAA. If the NAA finds the nature of the changes effect the FAA Special Conditions, the NAA will reject the revision and advise the repair station in writing not to implement the revision. A copy of the letter of rejection will be forwarded to the FAA IFO.

(7) Capabilities List (CL).

(a) A Capabilities List refers to a limitations document that identifies by make, model, or other nomenclature designated by the article manufacturer the articles that the AMO is authorized to perform maintenance on. The CL is located in the AMO's manual or as a referenced stand-alone document, though in some cases it may be referred to by other names. The NAA inspector must know that under the provisions of a BASA/MIP, the FAA will not issue

a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under the NAA approval limitations or Approval Schedule.

(b) Using a CL for limited ratings is an effective way of identifying all articles for which an AMO has an established repair capability. Articles included on the list must be identified by make and model or other nomenclature designated by the article's manufacturer. Once the component or subassembly is identified on the CL there is no need to list the individual parts contained in it. The AMO must have the proper equipment, personnel, housing/facilities, materials, and technical data to maintain each article listed in the CL. The CL is an extension of the AMO's OpSpecs and its use depends on the AMO establishing procedures for conducting self-audits of its facility and capabilities, which are approved and accepted by the AMO's NAA on the FAA's behalf. When the following statement is added to the AMO's FAA OpSpecs, the CL becomes a part of the OpSpecs: "Maintenance or alteration functions are limited to those make and model components shown on [AMO]'s approved Capabilities Document number [XX], dated [], as revised."

(c) Once approved, a CL is identified by date and title on the repair station OpSpecs and becomes legally binding.

(d) After the NAA has approved the AMO's internal evaluation program and procedures or self-auditing program, the AMO can use the following procedures for accepting revisions to a CL. When the AMO has completed auditing itself for the new article being added in accordance with the approved procedures, the AMO is authorized to revise and to perform maintenance and alteration on those items added to the CL without any approval from the FAA or NAA. This approval will remain in effect unless the FAA notifies otherwise.

(e) The FAA's office file should contain all the appropriate information relating to the change in facility as required for an initial certification, as applicable. (See paragraph 8a(3) for information on the VIS.) The NAA should retain a copy of all the documents supporting the change in their office file for a minimal period of two years and provide copies to the FAA on request.

c. Certificate Renewal. After the first 12 months of initial certification, under the BASA/MIP, renewals of an FAA Part 145 repair station certificate are required every 2 years/24 months.

(1) When seeking to renew its repair station certificate, the AMO should send FAA Form 8310-3, including a statement of perceived need (ref. Par. 7(a)), to the NAA in accordance with procedures prescribed by the NAA. The FAA recommends that an AMO submit its renewal application to the NAA at least 90 days before the expiration date of its current certificate. If the AMO does not make the request before its certificate expiration date, it must follow the procedure for applying for a new certificate, but does not have to supply copies of its facility brochure.

(2) The NAA will complete the appropriate surveillance/audit form, including the FAA annex (in the case of the JAA, completing JAA Form 6 and FAA annex). It will then make a recommendation for or against certificate renewal, based on a complete NAA surveillance/audit of the AMO conducted within the renewal timeframe of every 2 years. A series of partial audits may collectively fulfill the requirement to perform a complete facility audit. The audit must indicate whether the AMO is in compliance with NAA requirements and the FAA Special Conditions.

(3) Sixty days before the expiration date of the repair station's Part 145 certificate, the NAA should submit the completed surveillance/audit form to the appropriate FAA IFO/CHDO. The submission should include the FAA annex (in the case of the JAA, FAA annex to Form 6) with the signed recommendation for certificate renewal. The timeframes in this AC are suggested, but are flexible to allow both the FAA and NAA ample time to process the documents. The following documents will also be forwarded to the IFO:

- (a) A completed FAA Form 8310-3;
- (b) A copy of the AMO's amended certificate and limitation document (or JAA Form 3 and amended approval schedule);
- (c) A copy of the AMO's revised facility brochure, if changes have been made to the facility; and
- (d) The NAA or AMO should provide any changes made that effect the VIS elements described in paragraph 8a(3).

(4) The AMO does not need to submit a new FAA Supplement if its current procedures and activities are described in its current supplement. When seeking renewal, an AMO should ensure that its FAA Supplement reflects current procedures and activities. All changes will require a revision of the FAA Supplement, which the AMO must submit to the NAA for acceptance.

(5) If the NAA discovers deficiencies in an AMO's application for renewal or after conducting an oversight audit, the NAA may allow the applicant sufficient time after notification to correct the deficiencies or to submit a plan for corrective action (depending on the nature of the deficiencies) in accordance with NAA procedures. If the NAA finds the written plan for corrective action is acceptable, the NAA will attach the plan to the FAA annex to the surveillance form (FAA annex to JAA Form 6). If the applicant fails to correct the deficiencies within the specified time or fails to provide the NAA with a plan for corrective action, the NAA will terminate the application for renewal. If the AMO's Part 145 repair station certificate expires during the time period or in the event of unusual circumstances, the NAA will advise the FAA. Based on NAA written recommendations, the FAA may extend the duration of the AMO's certificate for a reasonable period of time, not to exceed 90 days. Or, depending on the nature of the deficiencies, the FAA may amend the repair station's ratings, provided that the applicant

demonstrates an ability and willingness to correct the noted deficiencies. An AMO must inform the NAA in writing of all actions taken to correct specified deficiencies.

(6) The IFO/CHDO will review the documentation submitted by the NAA to determine whether the appropriate information has been entered and is acceptable. The AMO must not have any outstanding issues involving corrective action unless the NAA has approved a corrective action plan, and it must have paid the appropriate fee.

(7) If the FAA finds that the documentation supporting an AMO's application for renewal is unsatisfactory, the FAA will prepare a memorandum to the NAA indicating the deficiencies noted. The NAA, in turn, will notify the AMO of the FAA's findings. All deficiencies that the FAA notes should be corrected within the time of the FAA's notification to the NAA (specified in paragraph 8c(5)).

(8) If the FAA determines that the AMO meets all the requirements for certificate renewal, it will issue a Part 145 repair station certificate to the AMO. The certificate will be forwarded to the AMO through the local NAA.

9. EXTENT OF APPROVAL.

a. General. Under the provisions of a BASA/MIP, the FAA will not issue a repair station certificate and accompanying rating(s) with privileges that exceed the scope of work permitted under NAA approval or the scope of any NAA certificate, rating, or limitation document/Approval Schedule issued to an AMO. The extent of FAA approval also will not exceed the scope of approval set forth in the organization's Part 145 repair station certificate and OpSpecs. If an AMO seeks to perform work outside the scope of its certificate, it must first obtain an amendment of its NAA certificate, rating, or limitation document/Approval Schedule, as appropriate, to permit the performance of the intended work. (Reference applicable sections of paragraph 8b.)

b. Line Stations.

(1) The FAA recognizes that some NAAs authorize AMO line stations that are part of the AMO's approval, provided those line stations are under the quality monitoring system/internal evaluation program of the AMO. Although the NAA may issue a single NAA certificate to an AMO for facilities that include line stations, the FAA will only recognize line stations listed in the FAA Supplement to the manual that are located within the MIP country and under the surveillance purview of the NAA. Line stations located outside the MIP country must obtain individual certificates or be authorized under a geographic authorization. Each location must meet NAA requirements and FAA Special Conditions, and would be under FAA surveillance purview.

(2) Included in the FAA OpSpecs that repair stations are issued will be a statement referencing the applicable supplement section, indicating locations of line stations authorized within the MIP country. The FAA also must have a copy of this referenced manual section.

c. Additional Facilities/Locations in Close Proximity.

(1) An AMO does not need a geographic authorization if it wants to work at another site within the same airport terminal, provided that the AMO has applicable procedures in its FAA Supplement that meet the requirements of its certificate. The AMO also must have full managerial control over the work performed at the other site. This situation is not considered work away from home.

(2) If the AMO has multiple facilities located in the same area (such as an airport location with multiple hangars), all sites can operate under one certificate. Occasionally, an engine test facility is located away from the primary facility but operates under the same certificate as the primary facility. Having separate facilities does not necessarily impact the maintenance performed, if the separate locations are under the full control of the parent facility. The separate facility must be located within the BASA/MIP country and be in reasonable proximity to the primary facility. Additionally, an FAA inspector must be able to use ground transportation to get from one facility to another without major expense or inconvenience.

d. Geographic Authorizations.

(1) This authorization should only be used for line stations located outside the geographic borders of the BASA/MIP country. Locations within the borders of the MIP country should qualify as line stations.

(2) The FAA will continue to issue geographic authorizations in accordance with FAA Order 8300.10, chapter 163, Certificate Part 145 Foreign Repair Station. U.S. air carriers or operators of U.S.-registered aircraft under 14 CFR Part 129 initiate the requests for geographic authorization if they want work performed by a repair station located outside the BASA/MIP country. If the AMO's out-of-country repair station is qualified to perform the contracted work, the OpSpecs will indicate the geographic location in which the repair station has geographic authorization to work. The addresses for multiple locations must be listed in the AMO's OpSpecs.

(a) When notified that a repair station wants to perform work under a geographic authorization, the FAA will follow surveillance and approval procedures from FAA Order 8300.10, chapter 163.

(b) The FAA will surveil those facilities performing work under a geographic authorization that are located outside the MIP country that has jurisdiction over the AMO. However, the FAA may accept surveillance conducted by another MIP country if the facility meets the following criteria:

(i) The facility is located in a country that has concluded a BASA/MIP with the United States.

(ii) This country is willing to accept the surveillance responsibility.

(iii) This country agrees to provide the FAA with the appropriate surveillance form, which includes the FAA Special Conditions and an NAA recommendation.

(3) When the FAA issues a geographic authorization to a facility to support a U.S. air carrier or Part 129 operator, such authorization will be indicated on the organization's repair station certificate. The FAA will not issue a geographic authorization for a facility located in the United States.

e. Specialized Services Ratings/Processes.

(1) The FAA may issue an equivalent specialized services rating to an AMO under the provisions of a BASA/MIP if the following conditions apply:

(a) The AMO's limitation document/Approval Schedule indicates that its scope of approval includes a specialized services rating.

(b) An FAA assessment of the technical data used by the AMO indicates that it originates from an FAA-approved source (manufacturers' data, U.S. military specifications (Mil-Specs), etc.).

(2) A specialized services rating usually is issued to permit the performance of work requiring equipment and skills not ordinarily found at a repair station. If an AMO is granted a specialized services rating, it must ensure that all work performed under the provisions of a specialized services rating is done in accordance with FAA-approved data. Therefore, FAA issuance of a specialized services rating requires FAA-approved process specifications. FAA approval of process specifications will be recorded on the organization's OpSpecs in addition to the NAA limitations/scope of approval. During NAA audits, the NAA will ensure that only FAA-approved process specifications are being used on U.S.-registered aircraft or aeronautical products intended for installation on U.S.-registered aircraft. If an AMO intends to use a process specification that the FAA has not previously approved, the applicant must submit the documents to the FAA through the NAA. The FAA will coordinate the documents with the appropriate aircraft certification office for acceptance.

NOTE: The FAA inspector will review the NAA scope of approval to ascertain that the limited specialized service rating is appropriate. The inspector will also familiarize the NAA, if required, with process specification requirements.

f. Hydrostatic Testing. Approval of hydrostatic testing is a responsibility of the U.S. Department of Transportation (DOT). The NAA will surveil/audit these facilities to ensure that the organization meets the NAA requirements and FAA Special Conditions. The NAA will also ensure that the organization has the appropriate current U.S. DOT Office of Research and Special Projects Administration (RSPA) approval.

10. PROTECTION OF PROPRIETARY DATA AND FREEDOM OF INFORMATION ACT (FOIA) REQUESTS.

a. Proprietary Data. Certain data that an AMO submits may be the property of that facility or another person. Release of that data by the FAA and NAA is restricted under section 4.7(a) of the MIP. Neither the FAA nor NAA will copy, release, or show proprietary data obtained from each other to anyone outside the FAA or NAA without written consent from the proprietary data's owner.

b. FOIA Requests. The FAA often receives requests from the public under the FOIA to release information that it may possess. Any information that the FAA possesses must be disclosed under FOIA unless it falls within certain exceptions, such as trade secrets or financial or commercial data considered confidential or privileged. When the FAA receives a request for the release of information related to a maintenance organization located in a country and covered by the MIP, the FAA will advise the NAA of any information NAA submitted to the FAA that might be released. The FAA also may request the NAA's assistance in cooperation with the maintenance organization in determining if the AMO would object to release and which portions, if any, of the information might be withheld under FOIA exceptions.

11. CONTINUING VALIDITY OF THE PART 145 REPAIR STATION CERTIFICATE.

a. The continuing validity of a Part 145 repair station certificate depends on FAA's satisfaction that the repair station continues to comply with NAA requirements and FAA Special Conditions. The NAA will notify the FAA of findings such as those described below. The NAA also will promptly notify the FAA of any investigation into noncompliance that could result in the loss or suspension of an AMO's approval/certificate.

(1) Recommendation. The following items are reportable as recommendations when the repair station has taken corrective action, or has submitted a plan for corrective action that the NAA has accepted. Any enforcement action taken as a result of the findings/discrepancies will not affect the NAA providing the FAA with a recommendation for renewal. The corrective action plan must be attached to the appropriate surveillance/audit form. The items include the following:

- (a) Serious failure to comply with NAA requirements;
- (b) Overall failure to comply with the FAA supplementary conditions;
- (c) Failure to use FAA-approved data for major repairs/alterations/modifications; and
- (d) Failure to maintain a working quality monitoring system.

(2) Non-Recommendation. The NAA should provide the FAA with a non-recommendation when it has found significant safety issues using the criteria above and

corrective action has not been taken or the NAA has not accepted a plan for corrective action. The FAA may elect not to renew or amend a repair station certificate until corrective action has taken place or a plan for corrective action has been approved by the NAA and submitted with the appropriate surveillance form. Occasionally, the FAA may issue a short-term certificate while corrective action takes place. In those cases, the short-term certificate should be issued for no more than 90 days and only with the agreement of the NAA. As a second option, the FAA may reduce the repair station's rating pending corrective action. Once all corrective action has been completed to both the FAA's and the NAA's satisfaction, the certificate should be renewed for the balance of the remaining 24 months from its original renewal date.

b. Withdrawal of NAA approval/certification will result in withdrawal of FAA certification because it is based on compliance with NAA requirements and FAA Special Conditions.

c. The FAA may undertake investigations or enforcement action under FAA regulations and directives.

d. The AMO must cooperate with any FAA investigation or enforcement action.

e. Any failure to comply with applicable requirements may result in enforcement action.

12. OVERSIGHT AUDITS.

a. As part of the NAA's procedures for an oversight audit of the AMO, the assigned NAA inspector will determine whether the AMO is complying with NAA requirements and the FAA Special Conditions. This should be accomplished using the appropriate surveillance form, which includes the FAA annex and recommendation. The NAA inspector may conduct additional audits of the AMO as necessary. These additional audits may be in response to amendments the AMO submitted or results of previous findings.

b. An audit of the AMO, using the appropriate surveillance/audit form (which includes the FAA annex), need not be conducted as a single inspection. However, an audit using this form and its annex must be completed within a 2-year period. During the initial transition/turnover of surveillance to the NAA, the FAA certificate renewal dates should be aligned with the NAA renewal dates, and thereafter remain scheduled with the NAA renewal dates.

c. The NAA should submit to the FAA the completed FAA annex to the surveillance form with a recommendation or a non-recommendation. This should be within the certificate renewal period, based on the date of the last issuance or renewal of the AMO's Part 145 repair station certificate. The NAA should retain all appropriate surveillance forms in their office file for a minimum period of two years and make them available to the FAA on request.

d. The FAA may also participate in NAA Regional and Headquarters audits to validate the NAA's ability to ensure that AMOs under its jurisdiction conform to NAA and MIP requirements. In the case of the JAA this is achieved by joining the JAA Maintenance Standardization Team (MAST).

e. The FAA may conduct independent inspections of a random sample of not more than 10 percent of NAA AMOs holding Part 145 repair station certificates to determine compliance with the FAA Special Conditions and the MIP.

f. The MIP has a provision for the FAA to perform independent inspections of repair stations when safety issues surface. These independent inspections are not related to the sampling inspection in paragraph e but must be accomplished with the concurrence of the FAA regional office and AFS-300, Continuous Airworthiness Maintenance Division.

13. CONTRACT MAINTENANCE.

a. General.

NOTE: Upon the effective date of the revised Part 145 rule (April 2003), appendix A will no longer be applicable. A repair station may contract out any article for which it is rated with the exception of a whole type-certificated article, i.e., Aircraft, Aircraft Engine, or Propeller. The facility being sub-contracted must have the same inspection system as the certificate organization and must be under the Internal Auditing System/QMS of the certificated organization. The sub-contractor must be audited at least once per year by the Internal Auditing System/QMS of the repair station. In addition, the sub-contractors' facilities must be advised that they are subject to the same FAA surveillance as the certificated organization. Therefore, paragraphs b, d(1)–(3), and e(1)–(3) will not be applicable after the effective date of the rule.

(1) An AMO must have the material and equipment necessary to perform the functions appropriate to its rating, but need not have the tools and equipment for functions it is authorized to contract out. An AMO may contract functions to FAA-certificated facilities and non-FAA certificated sources as authorized and identified in its FAA Supplement to its manual. “Contracting” encompasses “subcontracting” as specified in NAA requirements.

(2) Before contracting out a maintenance function, the AMO should:

- (a) Establish procedures to qualify the contractor;
- (b) Establish procedures to audit the contractor;
- (c) List the contractor in its FAA Supplement;
- (d) Provide technical training for receiving inspection personnel in contracted functions; and

(e) Establish inspection procedures that provide enough technical detail so an airworthiness determination can be made based on a technical review of contractor-source documentation.

b. Contracting to Non-FAA Certificated Sources.

(1) If an AMO contracts work to a non-FAA certificated source, the AMO must be appropriately rated to perform the work. The AMO is responsible for the following:

- (a) Approving return to service items on which work has been performed; and
- (b) Ensuring each item's airworthiness.

(2) Any non-FAA certificated source to which work is contracted must be under the control of the AMO's quality monitoring system for the work performed. The AMO must inspect each item on which contracted work has been performed to ensure the airworthiness of the item. Receiving inspection procedures must enable the AMO to make an airworthiness determination of each item received. If the AMO cannot determine the quality of contracted work, the work can be contracted only to an FAA-certificated facility that is able to inspect the work performed for compliance with Part 43.

c. Contracting to FAA-Certificated Facilities. If an AMO contracts functions to another organization that is FAA-certificated, that organization is responsible for approval for return to service of each item on which work has been performed. The AMO should be able to determine that the FAA-certificated organization to which work is contracted is properly certificated to perform the work. Through the AMO's receiving inspection procedures, the AMO must properly process items received from an FAA-certificated facility.

d. Contracting by FAA Type Certificate Holders. (See NOTE in paragraph 13a; not applicable after April 2003.) If an AMO holds an FAA type certificate and is also an FAA-certificated repair station, it may contract out maintenance and alterations of components of a type-certificated product to a non-FAA certificated source. This is if the conditions specified in 14 CFR, §§ 145.47(c)(1) through (c)(4), as revised, are met. These conditions require that:

(1) The repair station is the original manufacturer of the product for which it holds a U.S. type certificate;

(2) The contracted component is included as part of the type-certificated product;

(3) The component maintenance is done by the original component manufacturer or its manufacturing licensee; and

(4) Before such a component is returned to service, the repair station ensures that it is being returned to service under its quality control system as approved by the Administrator and set forth in its OpSpecs and inspection procedures manual (i.e., its FAA Supplement).

e. Contracted Maintenance Functions. (See NOTE in paragraph 13a, not applicable after April 2003.)

(1) Requirements for contracting functions to non-certificated sources and FAA-certificated organizations are in 14 CFR Part 145.

(2) To determine whether contracting is appropriate, an AMO should consider whether the function requires special operator skill or certification and whether the function has the possibility of creating an environmental hazard.

(3) If the organization has a turbine engine rating, it may contract those items considered comparable to items for power plant Class 1 and 2 functions, which are marked by an asterisk in Part 145, appendix A.

(4) If the organization has a limited specialized services rating, it may not contract out work under that rating.

f. Audits, Training, and Records. The organization should establish procedures to audit contractors and ensure that they comply with operators' manuals, manufacturers' manuals, and instructions for continued airworthiness (ICA). The repair station should establish a recordkeeping system for audits of its sub-contractors and a retention period for such records. The organization also must provide technical training for receiving inspection personnel who inspect contracted-out functions. The organization also must establish a method of recording contracted work to ensure that records of the work are retained for a 2-year period.

14. FEES.

a. The FAA will charge a fee for the administrative processing of initial certifications and certificate renewals. The AMO should pay this fee directly to the IFO/CHDO to which the application was made under the procedures prescribed by that office.

b. The FAA is required to charge a fee for its independent inspections of random samplings of repair stations under the BASA/MIP. The repair stations visited during the random sampling will be charged for all expenses the FAA incurs in accordance with the fee schedule in 14 CFR Part 187.

c. The fee will be based on a rate specified in AC 187-1, Flight Standards Service Schedule of Charges Outside the United States, and will include transportation and subsistence costs. The same rate will be charged for work performed as a result of a random quality oversight inspection identified in paragraph 12e.

d. The FAA will not issue an FAA certificate or OpSpecs until it receives payment of the prescribed fee.

15. REPORTING MAJOR DEFECTS OR UNAIRWORTHY CONDITIONS. Via the NAA, the AMO is obligated to report any serious defect or unairworthy condition within 96 hours after discovery to the IFO/CHDO that has jurisdiction over the repair station. The AMO should use the procedures specified in its FAA Supplement to report these conditions. FAA Form 8010-4, Malfunction or Defect Report, or the NAA-required form can be used to report these conditions.

16. SUSPECTED UNAPPROVED PARTS (SUP). The organization should submit reports to the FAA under the FAA Suspected Unapproved Parts program detailed in AC 21-29, Detecting and Reporting Suspected Unapproved Parts. (The JAA AMO's may comply with the SUPs reporting requirements by complying with paragraph 15 above.)

a. In some cases, the NAA requirements may include SUP reporting (i.e., JAR 145.60). The FAA will accept the repair station reporting procedures to the NAA when the NAA and/or repair station files a duplicate form with the FAA within the required time specified in AC 21-29, Detecting and Reporting Suspected Unapproved Parts.

b. If the NAA does not have SUP reporting requirements, the AMO should use AC 21-29. SUP information should be reported on FAA Form 8120-11, Suspected Unapproved Parts Notification.

17. FAA-CERTIFICATED REPAIR STATIONS WITH EXEMPTIONS. FAA-certificated repair stations granted exemptions under 14 CFR Part 11 should continue to follow the BASA/MIP process for renewal, if the FAA has informed the NAA of the details of the exemption. In some cases, the FAA may elect to retain surveillance of the AMO. The IFO/CHDO having jurisdiction over the facility will conduct the surveillance under the terms and conditions set forth in the exemption.

18. APPROVED MAINTENANCE ORGANIZATIONS WITH DEVIATIONS. AMOs that have deviations/exemptions from NAA rules and regulations (JAR 145) may still qualify for an FAA certificate. In such an unusual case, the AMO should forward a copy of the application and NAA deviation directly to FAA Headquarters, AFS-1, for review and coordination prior to certification. Such deviations may require an exemption from 14 CFR.

/s/ James J. Ballough
Director, Flight Standards Service

SAMPLE—SPECIAL CONDITIONS
(See Office Files for copies of Official MIP Document for each country.)

APPENDIX 1.

**FEDERAL AVIATION ADMINISTRATION (FAA) SPECIAL CONDITIONS
CONTAINED IN MAINTENANCE IMPLEMENTATION PROCEDURES (MIP)**

FAA Special Conditions are usually located in section 3.1 of the MIP. A *sample* of these Special Conditions are as follows:

3.1.1. The FAA agrees that a [specific National Aviation Authority (NAA) name will be inserted here]-approved maintenance organization that applies to work on a civil aeronautical product under the FAA's regulatory control may be eligible for an FAA repair station certificate. Eligibility is determined by whether the [NAA] endorses to the FAA that the maintenance organization complies with all of the following Special Conditions:

a. The maintenance organization must hold a valid Joint Aviation Regulation (JAR) 145 certificate issued by the [NAA] in compliance with the most current JAR 145 and all Acceptable Means of Compliance (AMCs), Interpretive Explanatory Materials (IEMs), and Joint Aviation Authority (JAA) Maintenance Temporary Guidance Leaflets (TGLs). The FAA will issue one FAA certificate for each maintenance facility location, appropriate to the functions and ratings at that location, even if multiple locations are covered by a single JAR 145 certificate.

b. The maintenance organization must provide an English language version of the management system. It also must provide a summary of its quality system for its JAR 145 maintenance organization exposition, as well as all applicable revisions to either prior to implementation.

c. The maintenance organization must provide an English language supplement that is accepted by the [NAA] on the FAA's behalf and maintained at the maintenance organization. All revisions must be accepted by the [NAA] and provided before implementation. This supplement to the maintenance organization manual shall include the following:

(1) Procedures for approval for release- or return to service that satisfy the requirements of 14 CFR Part 43 for aircraft and use of JAA Form 1 for components. This includes the information required by 14 CFR §§ 43.9 and 43.11 and all information required to be made or kept by the owner or operator, as appropriate.

(2) Procedures to ensure that major repairs and major alterations/modifications (as defined in 14 CFR) are accomplished in accordance with data approved by the FAA.

(3) Procedures to ensure that release- or return to service certification describes in the English language the maintenance, alterations, or modifications accomplished.

(4) Procedures for reporting to the FAA serious defects or unairworthy conditions on civil aeronautical products.

(5) Procedures to ensure that all current and applicable airworthiness directives (AD) published by the FAA are available to maintenance personnel.

(6) Procedures to ensure compliance with air carriers' manuals, including the separation of maintenance from inspection on those items identified by the air carrier/customer as required inspection items (RII).

(7) Procedures to ensure compliance with the manufacturer's maintenance manuals or ICA and handling deviations.

(8) Procedures to ensure a hidden-damage inspection are accomplished, when applicable.

d. FAA certification under these MIP will not exceed the scope of the ratings and limitations in the JAR 145 certificate.

e. The maintenance organization employee responsible for supervision or final inspection of an aircraft of U.S. registry must be able to read, write, speak, and understand English.

f. The maintenance organization must state its FAA certificate number in any advertising in which it indicates it is FAA-approved.

g. The maintenance organization must display its FAA certificate in a location that is accessible to the public.

h. The maintenance organization must have, at the time of application, the materials and equipment necessary to perform the functions appropriate to the FAA certificate and ratings it seeks.

i. The maintenance organization must specify the items to be contracted and have procedures in place to ensure that contractors meet the terms of these MIP. For example, terms may include using an FAA-certificated source or, if using a non-FAA certificated source, the maintenance organization returning the product to service must be responsible for ensuring its airworthiness.

3.1.2. To continue to hold a 14 CFR Part 145 repair station certificate, a maintenance organization must meet the following conditions:

a. The maintenance organization must allow the FAA, or the JAA or the [NAA] on behalf of the FAA, to inspect it for continued compliance with JAR 145 and these Special Conditions (i.e., 14 CFR Part 145).

b. Investigations and enforcement by the FAA may be undertaken in accordance with FAA rules and directives.

c. The maintenance organization must cooperate with any investigation or enforcement action.

d. The maintenance organization must continue to comply with JAR 145 and these Special Conditions.

APPENDIX 2.**SAMPLE FEDERAL AVIATION ADMINISTRATION (FAA) SUPPLEMENT TO
A MAINTENANCE ORGANIZATION MANUAL**

The cover page of the FAA Supplement should include the intent of the following statement. The National Aviation Authority (NAA) may require the manual supplement to be submitted in duplicate: one in the English language for FAA sampling, the second in the national language for NAA review. In either case, the Approved Maintenance Organization (AMO) must always retain at its primary place of operation a current copy of this FAA Supplement in the English language and provide it to the FAA upon request.

FAA SUPPLEMENT REFERENCE NO. _____
TO A MAINTENANCE ORGANIZATION MANUAL

Company Name and Facility Address

NAA Certificate No. _____
14 CFR Part 145 Certificate No. _____

This FAA Supplement, together with this organization's NAA-accepted manual, forms the basis of acceptance by the FAA for maintenance, alterations, or modifications carried out by this organization on aircraft and/or aircraft components under the regulatory control of the FAA.

Maintenance, alterations, or modifications performed in accordance with the referenced manual, including this Supplement, are considered to be in compliance with Parts 43 and 145 of Title 14 of the Code of Federal Regulations (14 CFR).

Revision No. XX

Contents for this sample FAA Supplement to the manual should include at least the following sections.

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The contents of each section of an FAA Supplement to the manual are explained in further detail below.

1. LIST OF EFFECTIVE PAGES (LEP). The FAA Supplement to the manual should begin with a list of the sections it contains, the page number of each section, and the current revision date of each section. This section may reference other appropriate sections of the AMO's manual if that part is submitted with the Supplement and contains the page number and current revision date of the sections required by the Supplement. The NAA inspector should initial or sign the LEP when revised.

2. AMENDMENT PROCEDURES. The amendment procedures section should describe the procedures the organization will use to ensure that the FAA Supplement remains current. It should identify, by title, the person responsible for amending the FAA Supplement. It also should describe the procedures the organization will use to ensure that copies of any amendment to the Supplement are provided to and accepted by [*name of NAA*] before implementation. The procedures to ensure currency should be a part of the organization's management system.

3. INTRODUCTION. The introduction section should do the following:

a. Indicate that the organization is performing work under the terms and conditions specified in the Bilateral Aviation Safety Agreement (BASA)/Maintenance Implement Procedures (MIP) executed between the FAA and [*name of NAA*]. This section also should indicate that the FAA Supplement, in conjunction with the approved NAA manual of the organization, defines the organization and procedures upon which compliance with applicable regulations are based.

b. State that the MIP permits the organization to obtain certification and renewal as a foreign repair station under 14 CFR Part 145 for performing work on aeronautical products subject to 14 CFR. Certification or renewal as a repair station is obtained after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organization by [*name of NAA*].

c. Address the purpose of the FAA Supplement. This section also should indicate that it identifies the procedures that must be taken into account for the organization to perform work under the BASA/MIP and other appropriate regulations. These procedures are addressed by FAA Special Conditions in the MIP and may be in addition to those described in other portions of this manual.

d. State that the Supplement describes the methods and procedures the organization will use to ensure compliance with the FAA Special Conditions. These conditions are specified in the MIP executed according to a BASA.

4. ACCOUNTABLE MANAGER'S STATEMENT. The accountable manager's statement section must contain the signed statement by the accountable manager. The accountable manager is the individual responsible for the organization's compliance with 14 CFR. Such compliance is demonstrated by complying with the NAA regulations, requirements and associated material, and the FAA Special Conditions in the MIP.

a. This statement agrees that the organization will comply with the conditions specified in the Supplement while operating under its FAA repair station certificate issued under the procedures specified in the MIP. The accountable manager's statement is in lieu of the letter of compliance specified in FAA Order 8300.10, Airworthiness Inspector's Handbook. That letter is signed by the person having overall responsibility for the repair station.

b. The accountable manager's statement should contain the following or equivalent language:

"I understand that this organization, [*name of company*], when performing maintenance, alterations, or modifications on U.S.-registered aircraft or aeronautical products for use on such aircraft, must perform that work under the terms of the Maintenance Implementation Procedures (MIP) agreed to by the FAA and [*name of NAA*], and NAA regulations, requirements, and associated guidance material, as well as FAA Special Conditions set forth in the MIP and described in this organization's FAA Supplement to its Manual."

"As the person with overall control of [*name of company*], I have reviewed the NAA regulations and requirements and the FAA Special Conditions. This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR Parts 43 and 145 and other applicable regulations. I understand that any deviations from these regulations and requirements may result in the loss of NAA approval or FAA certification, or in other certificate or enforcement action by the NAA or FAA. I also understand that loss of NAA approval automatically invalidates this organization's 14 CFR Part 145 repair station certificate."

"This organization will provide NAA and FAA personnel with access to our facilities to assess compliance with NAA requirements and FAA Special Conditions or to investigate specific problems."

"I understand that this organization may be subject to FAA enforcement procedures. I understand that investigation and enforcement by the FAA regarding suspected violations of the FAR by this organization will be undertaken in accordance with FAA rules and directives, and that this organization must cooperate with any investigation or enforcement action."

"I agree to ensure that this FAA Supplement will be maintained and kept current by this organization and be accessible to all personnel. I further agree to submit revisions to this Supplement to [*name of NAA*] for approval before implementing any such revisions."

c. The statement must be signed and dated by the accountable manager.

d. Whenever the organization's accountable manager is replaced, the new accountable manager must sign and date an accountable manager's statement. If required, the organization should forward a copy of the new signed statement to the NAA.

5. EXTENT OF APPROVAL.

a. General.

(1) The extent of approval section should do the following:

(a) State that the extent of FAA approval will not exceed the ratings and scope of work permitted under NAA regulations and requirements. The extent of FAA approval also will not exceed the scope of approval set forth in the organization's Part 145 repair station certificate and OpSpecs.

(b) Note that although the NAA may issue an organization a single approval/certification for facilities that include line stations, the FAA will only recognize line stations that are listed in this section of the FAA Supplement to the manual and that are within the geographic borders of the MIP country. However, the FAA may, in certain limited circumstances, issue a single repair station certificate for multiple facility locations. These facilities must be within a reasonable proximity to each other and in the same country in which the BASA/MIP has been signed. Each location must meet the requirements of the MIP and be specifically identified in this section.

(c) Include the address of each location and the title of the person in charge at each location.

(2) FAA issuance of a specialized services rating requires FAA-approved process specifications. In this section, the organization should describe:

(a) The procedures it will use to ensure all work performed under the provisions of a specialized services rating is done in accordance with FAA-approved data.

(b) The procedures the organization will use to ensure that only FAA-approved processes are used on U.S.-registered aircraft or aeronautical products intended for installation on U.S.-registered aircraft.

(3) **Scope.** This section should identify the scope of approval authorized by the NAA and describe any limitations document the NAA has approved.

b. Capabilities List (CL). The manual's CL should contain all the elements described in this AC's paragraph 8b(7).

c. Work Away from the Repair Station.

(1) This subsection describes the procedures for conducting work away from the repair station to ensure compliance with the MIP. The subsection should also state that the repair station is authorized to perform work away from its facilities as specified in this subsection but the performance of such work must not exceed the scope of its FAA rating.

(2) A repair station may perform work at a place other than its fixed location when the occasion or the need arises, by moving facilities, material, equipment, and technical personnel to perform specific maintenance functions. This process cannot be used to establish a permanent location. Continuous operation at a permanent facility other than the repair station's fixed location must not occur. Examples of routine maintenance functions done away from the repair station include the following:

- Testing altimeter systems
- Making nondestructive inspections (NDI)
- Responding to special circumstances such as an Aircraft On Ground (AOG) requiring repairs so it can be flown safely from an isolated airport to the operator's main base or repair station

(3) This subsection also should describe how work will be accomplished in the same manner as work performed at the repair station's fixed location. The repair station should acknowledge that these procedures apply only to work performed at other locations. This subsection should:

(a) Describe the procedures used to ensure that FAA technical data, such as manufacturers' manuals, service bulletins, and letters, are current and accessible at the location where the work is performed.

(b) Describe the procedures used by the organization to control tools and ensure proper equipment calibration when away from the repair station's fixed location.

(c) Describe how the organization will ensure that records for work performed away from the repair station will be maintained in the same manner as at the repair station's fixed location.

(d) Describe how the organization will ensure that personnel performing work away from the repair station's fixed location will be trained and qualified to perform the required work.

(e) List by title the persons who are authorized to approve an item for return to service when working away from the repair station's fixed location.

(f) List by title the persons responsible for organizing and supervising work away from the repair station's fixed location.

(g) Describe how the organization will ensure that all required personnel, equipment, materials, and parts will be made available at the place where the work is to be performed.

(h) State the organization's responsibility to maintain a record of work performed away from the repair station, both within the country and outside the country. Any record of this work should include:

- i. A description of the work performed;
- ii. The date and location where the work was performed; and
- iii. The work order number (total time in service if required).

(i) These records should be retained for 2 years after the performance of the work. Prior FAA approval of this work is not required. This section also should state the organization's responsibility to provide a copy of the records upon request to the FAA IFO/CHDO responsible for the oversight of the repair station.

d. Geographic Authorization. This subsection should contain procedures for an organization with a geographic authorization to carry out work under contract for an FAA-certificated U.S. air carrier or 14 CFR Part 129 operator of U.S.-registered aircraft. The subsection should list, at a minimum:

- (1) The name of each air carrier for which work has been contracted;
 - (2) Each location where the work will be accomplished;
 - (3) The title of each person in charge at each location;
 - (4) How the organization will comply with NAA requirements and FAA Special Conditions; and
 - (5) How the organization will comply with the requirements in an air carrier's manual.
- The contents of this subsection may vary widely among repair stations, depending on the number of air carriers for which work is performed and the number and complexity of the geographic authorizations.

e. Line Stations. Although the NAA/JAA may issue a single NAA certificate for AMO facilities that include line stations, the FAA normally will issue a separate repair station certificate for each AMO. However, under the BASA/MIP agreement, the FAA will recognize the line stations within the boundaries of the MIP country listed in the AMO's manual. This subsection should list the line stations located within the BASA/MIP country at which the AMO intends to use its FAA repair station certificate. The AMO may reference another section of the manual that identifies the line stations that will be working under the BASA/MIP. These line stations will be under the surveillance purview of the NAA. The FAA will accept the line

stations when the NAA confirms that each station meets all the NAA requirements and the FAA Special Conditions. The line station must be listed in the AMO manual and use the same AMO manual. This subsection should also include a revision process to add or delete line stations based on the AMO annual quality monitoring system/internal evaluation requirements. Line stations that are located outside the BASA/MIP country will remain under the surveillance purview of the FAA and must obtain separate FAA certificates.

f. Additional Facilities/Locations in Close Proximity. This subsection should contain or refer to the control procedures and the location of the additional facilities.

6. APPROVAL FOR RETURN TO SERVICE AND MAINTENANCE, ALTERATION, AND MODIFICATION RECORDS. The approval for return to service and records section should:

- a. Detail the procedures to approve the return to service of a U.S.-registered aircraft.
- b. Describe acceptable release statements as defined in the MIP that meet both NAA requirements and FAA Special Conditions.
- c. In addition to meeting the operator's requirements when returning an aircraft to service, the entry in the aircraft record must contain the following elements:
 - (1) A description (or reference to the data acceptable to the Administrator) of the work performed;
 - (2) The work's date of completion;
 - (3) The name of the person performing the work (the repair station name and address);
 - (4) The signature of the person authorized by the repair station; and
 - (5) The kind of certificate and certificate number (FAA repair station and certificate number).
- d. Specify the recordkeeping requirements for major repairs and major alterations. Procedures for approval for return to service should describe the procedures for the use of acceptable release documents for components and parts.
- e. State that the maintenance, alteration, and modification entries required by the MIP and the entries required by the operator's maintenance program will be in the English language.

(1) The MIP identifies an agreed-upon document that may be used by an AMO for approval for return to service of all aeronautical products except complete aircraft. The AMO should ensure that when using the document, the statement in block No. 19 indicating "other

regulation specified in block 13” is checked. The AMO should include the following or equivalent language in block No. 13:

“This civil aeronautical product has been [*maintained, altered, or modified, as appropriate*] in accordance with United States Federal Aviation Regulations under FAA certificate No. _____.”

[Include copies of any attachments.]

(2) The person approving the product for return to service should sign block No. 20 of the form. This signature approves aircraft for return to service with respect to the work performed. The form must contain a description of the work performed, which includes the following:

- Maintenance manual reference and revision status;
- The date of completion;
- The name/signature of the person returning the article to service; and
- The FAA repair station certificate number.

(3) Other documents, such as work orders or shop travelers (e.g., FAA Form 337) may be used by the organization to comply with the MIP. If this is the case, these documents should be referenced specifically in block No. 13 and appropriately cross-referenced.

f. Indicate that block No. 13 should reference the data used to perform maintenance (i.e., maintenance manual reference including revision status). The data referenced must meet the requirements of the MIP. The referenced data may consist of an attachment to the form, such as a work order, air carrier record, or an FAA Form 337.

7. EQUIPMENT AND MATERIALS. This equipment and materials section should indicate that the organization has the equipment and materials necessary to perform any task for which it has an FAA certificate and rating. The organization should have methods and procedures to ensure that the necessary material and equipment are in place to perform the specified functions.

8. PERSONNEL REQUIREMENTS.

a. The personnel requirements section should include the following:

(1) An organizational chart that identifies the management personnel authorized to act on behalf of the repair station.

(2) The name, title, telephone number, and facsimile number of the person who will act as the liaison between the organization and the NAA. This liaison will ensure compliance with the provisions of the Supplement.

(3) The procedures the organization will use to ensure that it has adequate personnel to perform, supervise, and inspect the work permitted under its FAA certificate and rating.

(4) The procedures the organization uses to ensure that its personnel are properly trained and qualified to perform work under the Supplement and any additional requirements of a U.S. air carrier.

(5) The procedures the organization will use to ensure that the following personnel can read, write, and understand English:

(a) Those approving an aeronautical product for return to service; and

(b) Those responsible for the supervision or final inspection of work on a U.S.-registered aircraft.

(6) The title of each person authorized to review a final work package to determine if it meets all applicable requirements.

b. If the organization complied with these requirements through the provision of its management system or with a summary of its quality system, demonstration of compliance need not be duplicated here.

9. MANAGEMENT AND QUALITY SYSTEMS. The management and quality systems section should include an English-language version of the organization's management system and a summary of its quality system. If these parts of the manual are already in the English language, they may comply with the requirements of this section. However, they will need to be referenced in the FAA Supplement and made available to the FAA on request.

10. MAJOR REPAIRS AND MAJOR ALTERATIONS. The major repairs and major alterations section should:

a. Explain the procedures the maintenance organization will use to ensure the major repair and/or alteration data being used to perform work on a U.S. customer's product are FAA-approved. The organization should demonstrate that it has a clear understanding of the requirements pertaining to the use of FAA-approved data.

b. Describe the following:

(1) Procedures the organization will use to determine when FAA-approved data are needed (i.e., procedures for determining what is a major repair or a major alteration);

(2) Procedures for obtaining FAA-approved data for major repairs and/or major alterations; and

(3) Forms used for recording major repairs and/or major alterations (i.e., FAA Form 337, customer's work order, or any records required by an air carrier).

c. Include procedures the organization will follow to ensure that an English-language version of FAA Form 337 is provided directly to the FAA when required.

d. Include the title of each person responsible for completing and submitting FAA Form 337 to the FAA.

11. REPORTING OF UNAIRWORTHY CONDITIONS TO THE FAA. The reporting of unairworthy conditions section should:

a. Explain the procedures the organization will use to ensure that it will submit an FAA Form 8010-4, Malfunction Defect Report (or its equivalent) to the FAA after the discovery of a serious defect or recurring unairworthy condition. This form must be submitted within 96 hours of discovering the problem in any aircraft, power plant, propeller, or component thereof that is subject to the regulatory control of the FAA.

NOTE: Most countries have a similar requirement for reporting unairworthy conditions to the NAA. This same process can be referenced in this section, provided the process is in the English language and can be made available to the FAA upon request. A duplicate copy of the report that is submitted to the NAA is submitted in the English language to the FAA.

b. Include the title of each person responsible for completing and submitting reports of unairworthy conditions to the FAA.

12. SUSPECTED UNAPPROVED PARTS (SUP) REPORTING REQUIREMENTS. The SUP reporting requirements section should:

a. Describe the organization's procedures to report all SUPs. The organization should submit reports to the FAA under the FAA Suspected Unapproved Parts program as detailed in AC 21-29, Detecting and Reporting Suspected Unapproved Parts.

b. In addition, this section should include the title of each person responsible for completing and submitting suspected unapproved parts notifications to the FAA.

NOTE: Some countries include SUP reporting requirements under their unairworthy conditions report process. The FAA recognizes this system; therefore, an AMO need only identify the appropriate section by reference in this supplement, provided the procedures are in the English language and can be made available to the FAA upon request. A duplicate copy of the

form submitted to the NAA must be submitted in the English language to the FAA. For the JAA, JAR 145.60 meets the intent of the SUP program when a copy of the report is forwarded to the FAA in the English language.

13. PARTS RECEIVING.

a. General. The parts receiving section should:

(1) Detail the conditions of acceptability for parts received for installation on a U.S. customer's aircraft, product, or component; and

(2) Ensure compliance with the appropriate sections of the Supplement. This is accomplished by describing the appropriate documentation and receiving inspection techniques necessary to qualify a part for installation on a U.S.-registered aircraft. This prevents the use of unapproved parts by the organization. A reference to the appropriate section of the manual is acceptable, provided the referenced section can be made available in the English language to the FAA upon request.

b. Used Parts. This subsection should indicate that when the organization receives them, used parts must be accompanied by one of the following documents:

(1) An FAA Form 8130-3, Airworthiness Approval Tag, signed by an FAA-approved repair station or U.S. air carrier; or

(2) A form meeting the requirements of the documentation specified in section 6 of the FAA Supplement, signed by an FAA-certificated foreign repair station.

c. New Parts. This subsection should indicate that new parts must be received with one of the following documents. A part manufactured outside the United States must have the appropriate export documentation from the country of manufacture.

- FAA Form 8130-3, Airworthiness Approval Tag
- JAA Form 1
- Any other form that is signed by an NAA or designee conforming the part to an FAA type design approval and indicating that the part was manufactured to an FAA type design

14. COMPLIANCE WITH MANUFACTURERS' MAINTENANCE MANUALS OR INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA).

a. The compliance with manufacturers' maintenance manuals or ICA section should:

- (1) Describe how the organization will comply with manufacturers' maintenance manuals or ICA;
 - (2) Include procedures that the organization will use when an air carrier's manual deviates from the procedures specified in the corresponding manufacturer's manual; and
 - (3) Include procedures for discussing such deviations with an air carrier, determining whether the deviation requires FAA approval, and how such approval, if required, will be obtained.
 - (4) State that the AMO should retain an English-language copy of the technical data from which the AMO's internal documents were developed. However, the AMO may convert technical data (i.e., ICA, manufacturers' maintenance manuals, or type certificate holders' continued airworthiness data) into internal documents such as work cards, work sheets, and shop travelers in a language other than English. The AMO also should establish procedures to ensure that its English-language copy of technical data and any internal documents developed from this technical data are current and complete. The English-language copy of the technical data should be retained at the AMO's main base.
 - (5) State that all maintenance performed for a U.S. air carrier, including all major repairs and major alterations, must be recorded in accordance with that air carrier's manual. Major repairs performed for anything other than a U.S. air carrier must be recorded on FAA Form 337 or on a work order signed and dated by the repair station. Major alterations performed for anything other than a U.S. air carrier, (i.e., U.S.-registered general aviation aircraft or Part 125 aircraft) must be recorded on an FAA Form 337.
- b.** In most cases, the NAA requires the AMO to comply with the operator's work order and manual. The FAA recognizes the NAA's requirement; therefore, a reference to the section of the manual that addresses this issue is acceptable, provided that section is written in the English language and can be made available to the FAA upon request. However, any deviation from procedures as stated above should be addressed in this section to show compliance with FAA-approved data.

15. COMPLIANCE WITH U.S. AIR CARRIER OR 14 CFR PART 125 OPERATOR PROCEDURES.

a. Compliance with the Operator's Manual. The compliance with U.S. air carrier or 14 CFR Part 125 operator procedures section should:

- (1) Describe how the organization will comply with appropriate portions of a U.S. air carrier's manual or Part 125 operator's manual as provided by that operator, manufacturers' manuals, ICA, and the U.S. operator's instructions to the organization; and
- (2) State that the organization understands that any deviation from these manuals or instructions will require documented approval from the operator.

b. Required Inspection Items (RII). This subsection should:

(1) State that RIIs are identified in the U.S. operator's manual and must be accomplished by authorized personnel who are not involved in work on the item to be inspected.

(a) The RII qualified inspectors must work under the quality control system/inspection organization of the repair station. They should not be a part of the production organization.

(b) Under this subsection of the manual, the repair station should state how the separation between maintenance and inspection is managed. This section may only apply when working on an article that is an RII. If the RII inspector's findings will go to the air carrier's RII organization for final disposition, then it may not be necessary for inspectors to work in a separately structured organization.

(2) State that the findings of the RII qualified inspector cannot be overruled by the repair station organization or the maintenance department of the air carrier.

(3) Include the organization's procedures to ensure that any person performing RIIs is trained, qualified, and authorized by the air carrier for which the RII is being conducted.

16. FAA AIRWORTHINESS DIRECTIVES (AD). The FAA AD section should:

a. Explain how the organization will ensure it has all FAA ADs applicable to the work it is performing under the ratings it holds.

b. State how the organization will manage and control the distribution and use of ADs. It also should identify how the organization will ensure that the applicable FAA ADs will be made available to its personnel when they perform work under its FAA certificate and rating.

c. List by title each person responsible for compliance with these requirements.

d. Include repair station procedures to ensure customer approval/request of the performance of applicable ADs. If the organization does not comply with an applicable AD, its noncompliance should be recorded in the item's maintenance records. This section should describe how this information will be recorded and transmitted to the customer.

17. CONTRACT MAINTENANCE. The contract maintenance section details the organization's compliance with the FAA Special Conditions regarding contracting in the MIP.

a. **General.** This section should:

NOTE: After the effective date of the revised Part 145 rule (April 2003), Appendix A will no longer be applicable. A repair station may contract out any article for which it is rated with the exception of a whole type-

certificated article (i.e., Aircraft, Engine, or Propeller). The facility being contracted must also have the same inspection system as the certificate organization and must be under the Internal Auditing System/QMS of the certificated organization. The contractor must be audited at least once per year by the Internal Auditing System/QMS of the repair station. In addition, the contracted facility must be advised that they are subject to the same FAA surveillance as the certificated organization; therefore, paragraphs 17a(2) and b(1), (2), and (3) will not be applicable after the effective date of the rule. Many countries allow non-certificated sources to act on behalf of the AMO and return a product to service under the AMO's NAA approval. This system is not recognized by the FAA: The non-certificated/approved contractor must return the product to the FAA-certificated AMO for final inspection/testing and return to service.

(1) Note that the organization must have the material and equipment necessary to perform the functions appropriate to its rating but need not have the tools and equipment for functions it is authorized to contract out. (After April 2003, the repair station doesn't need to have the tools, equipment, and material located on the premises until the work is being performed.)

(2) Explain that the organization is authorized to contract functions to FAA-certificated facilities and non-FAA certificated facilities. The FAA's use of the term "contracting" in this section encompasses the use of the term "subcontracting" as specified in some NAA requirements and guidance material.

(3) Describe those procedures the organization will use both to qualify and audit contractors.

(4) Specifically identify those organizations to which work is contracted.

NOTE: In most cases, the NAA requires the AMO's manual to contain a list of contractors. This list can be referred to by section in the manual if the list is in the English language and the AMO identifies which contractors are applicable to their FAA certificate.

b. Contracting to Non-FAA Certificated Sources. If the AMO contracts a function to a non-FAA certificated source, the AMO must be appropriately rated to perform the work. (See NOTE in paragraph 17a, General; not applicable after April 2003.) This section should:

(1) Explain that the AMO is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness.

(2) Indicate that any non-FAA certificated source to which work is contracted must be under the control of the AMO's quality monitoring system/internal auditing system.

Additionally, the AMO must inspect each item on which contracted work has been performed for compliance with this supplement.

(3) Explain that if the AMO cannot determine the quality of contracted work, the work can only be contracted to an FAA-certificated facility that is able to inspect the work performed and issue a return to service for the work performed. If the contracted item must be disassembled by the AMO to determine the quality of the work performed, then it should not be contracted to a non-FAA certificated source.

c. Contracting to FAA-Certificated Facilities. This subsection should:

(1) Explain that if the AMO contracts functions to another organization that is FAA-certificated, the contractor is responsible for approving the return to service for each item on which it has worked.

(2) Describe the procedures the organization will use to determine that the FAA-certificated organization to which work is contracted is properly certificated to perform that work.

d. Receiving Inspections. This subsection should:

(1) Describe the organization's procedures for inspecting the work performed by a contractor on an item that has been returned to service;

(2) Describe the procedures the organization uses to provide technical training for receiving inspection personnel who inspect contracted work;

(3) Explain the procedures the organization will use to ensure that items on which contracted work has been performed are properly processed through the organization's receiving inspection procedures;

(4) Explain receiving inspection procedures in enough detail to enable a receiving inspector to make an airworthiness determination of any item received based on a technical review of contractor source documentation; and

(5) Describe the method of recording contracted work and the record-retention period.

e. Audits. This subsection should:

(1) Describe the procedures the organization uses when auditing contractors and the frequency of such audits. It also should explain the procedures for recording the results of such audits, to include the record-retention period for the results of each audit;

(2) Describe the procedures the organization will use to ensure that contractors comply with operators' manuals, manufacturers' manuals, and ICA;

(3) Describe how contractors are informed of any changes to these manuals and procedures; and

(4) List those facilities to which the organization contracts work. (See this AC's paragraph 13 for acceptable means of compliance.)

NOTE: It is acceptable to refer to other English-language sections of the manual that describe the organization's quality monitoring program/internal audits and the procedures referred to in this section. (See AC paragraph 13 for additional information on contracting.)

18. HIDDEN-DAMAGE INSPECTIONS.

a. The hidden-damage inspections section should:

(1) Indicate that the organization has an inspection system to assess hidden damages, including areas next to the obviously damaged areas, and for those airframes, power plants, or parts thereof involved in an accident.

(2) List by title each person responsible for the proper functioning of the organization's inspection system. This section should also provide a brief description of that system or the equivalent quality control system.

b. The inspection system should ensure that a hidden-damage inspection is conducted and recorded and that the item is appropriately processed for certification or disposition.

c. Most NAAs have a similar requirement for hidden-damage inspections. The FAA recognizes these requirements. A reference by section in the manual is acceptable, if the section is written in the English language and can be made available to the FAA upon request.

19. DISPLAY OF CERTIFICATE. The display of certificate section should indicate that the organization's FAA certificate must be available for public view at the organization's fixed location. It also should identify the location of the certificate.

20. ADVERTISING. The advertising section should state that whenever the organization indicates in advertising that it is certificated, the advertising must clearly state the FAA repair station's certificate number.

21. FORMS. The forms section should include copies of all forms referred to in the Supplement, (e.g., JAA Form 1, FAA Form 8130-3, FAA Form 8010-4, FAA Form 337), procedures for completing the forms, and the title of any person authorized to execute such forms. It is acceptable to refer to other sections of the Supplement or to other English-language sections of the manual where the copies and procedures for completing the forms are located and can be provided to the FAA upon request.

APPENDIX 3.**COMPARISON OF FEDERAL AVIATION ADMINISTRATION (FAA) PART 145
REPAIR STATION RATINGS AND JOINT AVIATION AUTHORITY
(JAA)-APPROVED MAINTENANCE ORGANIZATION RATINGS****SAMPLE RATING COMPARISON CHART****JAA Aircraft Ratings and FAA Airframe Ratings****JAA Ratings**

Ratings	Limitations
A-1 Aeroplanes/Airships (above 5700 kg)	Quote Type
A-2 Aeroplanes/Airships (5700 kg and below)	Quote Manufacturer, Group, or Type
A-3 Helicopter	Quote Manufacturer, Group, or Type

NOTES:

- **JAA ratings are limited by type and weight of aircraft.**
- **A rating may be issued for base or line maintenance.**
- **Rotors are also listed under components (C-10) and transmissions (C-11).**

FAA Ratings

Class 1	Composite construction of small aircraft (12,500 lbs. or less)
Class 2	Composite construction of large aircraft (above 12,500 lbs.)
Class 3	All metal construction of small aircraft
Class 4	All metal construction of large aircraft
Limited	Airframes of particular make and model or parts thereof

NOTES:

- **FAA ratings are issued according to weight and type of construction.**
- **FAA ratings are issued for base maintenance only.**
- **Line maintenance may be performed only at co-located facilities.**
- **A rating is issued for a class if the applicant is shown to have capability in that class.**
- **Limited ratings are issued for make and model or for parts (e.g., landing gear or interior).**
- **The holder of an airframe rating can inspect but cannot repair power plants.**
- **Rotors may be maintained under an airframe rating.**

JAA Engine and FAA Powerplant Ratings

JAA Ratings

Ratings	Limitations
B-1 Turbine	Engine Type
B-2 Piston	Engine Manufacturer Engine Type or Group
B-3 APU	

NOTE:

Auxiliary Power Unit (APU) is listed under Component-Engine C-7.

FAA Ratings

Class 1	Reciprocating engines of 400 h.p. or less
Class 2	Reciprocating engines of more than 400 h.p.
Class 3	Turbine engines
Limited	Engines of a particular make and model or parts thereof

NOTE:

APU is listed as a limited accessory rating.

JAA Ratings for Components Other Than Complete Engines or APU and FAA Propeller Ratings

JAA Rating

Class	Rating
Components other than complete engines or APU	C-16 Propellers

FAA Ratings

Propeller Ratings	
Class 1	All fixed-pitch and ground-adjustable propellers of wood, metal, or composite construction
Class 2	All other propellers by make

NOTE: No major differences.

JAA Ratings for Components Other Than Complete Engines or APU and Corresponding FAA Ratings

JAA Ratings		FAA Ratings
C-1	Air Cond & Pres	Accessory—Class 1 or 3
C-2	Auto Flight	Instrument—Class 3 Gyroscope
C-3	Comms & Nav	Radio—Class 1 Communication, Class 2 Navigation
C-4	Doors & Hatches	Limited Airframe
C-5	Electrical Power	Accessory—Class 2 Electrical, Class 3 Electronic
C-6	Equipment	Limited Airframe, Specialized Service or Limited Radio, Accessory
C-7	Engine—APU	Limited Accessory
C-8	Flight Controls	Limited Airframe, Accessory—Class 1, 2, or 3
C-9	Fuel—Airframe	Limited Airframe, Accessory—Class 1, 2, or 3
C-10	Helicopter—Rotors	Limited Airframe—Make and Model
C-11	Helicopter— Transmission	Limited Airframe—Make and Model
C-12	Hydraulic	Accessory—Class 1
C-13	Instruments	Instrument—Class 1 Mechanical, Class 2 Electrical, Class 3 Gyroscope, Class 4 Electronic
C-14	Landing Gear	Limited Airframe—Landing Gear
C-15	Oxygen	Limited Airframe, Limited Accessory, Limited Specialized Service
C-16	Propellers	Class 1 Propeller—Fixed Pitch, Class 2 Propeller—All Other
C-17	Pneumatic	Accessory—Class 1 Mechanical
C-18	Protection (Ice/Rain/Fire)	Accessory—Class 1 Mechanical, Limited Specialized Service
C-19	Windows	Limited Airframe, Limited Specialized Service
C-20	Structural	Limited Airframe

NOTES:

- All specialized services must be accomplished using FAA-approved data.
- Limitation on JAA ratings as identified by aircraft or component manufacturer.

**JAA Ratings for Specialized Services and
Corresponding FAA Ratings**

JAA Ratings	FAA Ratings
D-1 Nondestructive Inspection (NDI)	Limited Specialized Service—NDI

APPENDIX 4.

SAMPLE REGULATORY COMPARISON CHART.

This section includes a sample regulatory comparison chart referenced in the accountable manager's statement.

Inclusion of this chart in the Federal Aviation Administration (FAA) manual supplement is optional. If used, a third column cross-referencing the corresponding Approved Maintenance Organization (AMO) manual section to that rule should be added.

TITLE 14 OF THE CODE OF FEDERAL REGULATIONS (14 CFR) PART 145/JOINT AVIATION REQUIREMENTS (JAR) COMPARISON CHART

14 CFR	JAR	AMO-Ref.
145.1 Applicability.	145.10 Applicability. NOTE: JAR 145.10 does not include a special provision for manufacturers.	
145.2 Performance of maintenance, preventive maintenance, alterations, and required inspections for an air carrier or commercial operator under the continuous airworthiness requirements of Parts 121 and 127, and for airplanes under the inspection program required by Part 125.	<i>FAA Special Condition Maintenance Implementation Procedures (MIP) 3.1.1(c)(vi)</i>	
145.3 Certificate required.	145.1 Maintenance Organization Approval.	
145.11 Application and issue.	145.15 Application and Issue. 145.90 Continued Validity of Approval. NOTE: The FAA will issue one certificate to each Joint Aviation Authority (JAA)/National Aviation Authority (NAA) AMO. <i>FAA Special Condition MIP 3.1.1(a)</i>	

14 CFR	JAR	AMO-Ref.
145.13 Certification of foreign repair stations: Special requirements.	145.15 Application and Issue. 145.90 Continued Validity of Approval.	
145.15 Change or renewal of certificates.	145.85 Changes to the AMO.	
145.17 Duration of certificates.	145.90 Continued Validity of Approval.	
145.19 Display of certificate.	<i>FAA Special Condition MIP 3.1.1(g)</i>	
145.21 Change of location or facilities.	145.85 Changes to the AMO.	
145.23 Inspection.	145.90 Continued Validity of Approval.	
145.25 Advertising.	<i>FAA Special Condition MIP 3.1.1(f)</i>	
145.31 Ratings.	Appendix 1 NOTE: Ratings issued under the FAA certificate cannot exceed the scope of the NAA/JAR rating. <i>FAA Special Condition MIP 3.1.1(d)</i>	
145.33 Limited ratings.	Appendix 1 NOTE: Ratings issued under the FAA certificate cannot exceed the scope of the NAA/JAR rating. <i>FAA Special Condition MIP 3.1.1(d)</i>	
145.35 Housing and facility requirements.	145.25 Facility Requirements.	
145.37 Special housing and facility requirements.	145.25 Facility Requirements.	
145.39-145.43	Not applicable to foreign repair stations.	
145.45 Inspection systems.	145.65 Maintenance Procedures and Quality System. <i>FAA Special Condition MIP 3.1.1(c)(viii)</i>	

14 CFR	JAR	AMO-Ref.
145.47 Equipment and materials: Ratings other than limited ratings.	145.40 Equipment, Tools, and Material. 145.75(b) Privileges of the AMO. <i>FAA Special Condition</i> <i>MIP 3.1.1(h)</i> NOTE: The AMO must have the materials and equipment necessary to perform the functions appropriate to the ratings it seeks before issuance.	
145.49 Equipment and materials: Limited rating.	145.40 Equipment, Tools, and Material. <i>FAA Special Condition</i> <i>MIP 3.1.1(h)</i>	
145.51 Privileges of certificates.	145.45 Approved Data. 145.75 Privileges of the Approved Maintenance Organization (AMO). <i>FAA Special Condition MIP 3.1.1(i)</i> NOTE: The AMO must comply with the FAA contracting/subcontracting rules in 14 CFR Part 145. <i>FAA Special Condition</i> <i>MIP 3.1.1(a)</i> NOTE: The FAA will issue one certificate for each AMO facility location, even if the multiple locations are covered by a single JAR 145 certificate.	
145.53 Limitations of certificates.	145.80 Limitations on the AMO. <i>FAA Special Condition</i> <i>MIP 3.1.1(c)(ii)</i> NOTE: The FAA Special Condition requires procedures to ensure that major repairs and major alterations or modifications as defined in 14 CFR are accomplished under data approved by the FAA.	
145.55 Maintenance of personnel, facilities, equipment, and materials.	145.80 Limitations on the AMO.	

14 CFR	JAR	AMO-Ref.
145.57 Performance standards.	145.45 Approved Data. <i>FAA Special Condition</i> <i>MIP 3.1.1(c)(i), (ii), (v), and (vii)</i>	
145.59 Inspection of work performed.	145.30 Personnel Requirements. 145.50 Certification of Maintenance.	
145.61-145.63	Not applicable to foreign repair stations.	
145.71 General requirements.	145.10 Applicability.	
145.73 Scope of work authorized.	145.75 Privileges of the AMO.	
145.75 Personnel.	145.30 Personnel Requirements. <i>FAA Special Condition</i> <i>MIP 3.1.1(c)(v)(e)</i>	
145.77 General operating rules.	145.90 Continued Validity of Approval.	
145.79 Records and reports.	145.55 Maintenance Records. <i>FAA Special Condition</i> <i>MIP 3.1.1(c)(ii)</i>	
145.101-145.105	Not applicable to foreign repair stations.	

14 CFR PART 43/JAR COMPARISON CHART

14 CFR	JAR	AMO-Ref.
43.1 Applicability.	145.1 General. <i>FAA Special Condition</i> <i>MIP 3.1.1(a)</i> NOTE: The FAA will issue one certificate for each JAA/NAA AMO facility location, even if the multiple locations are covered by a single certificate, providing all the requirements have been met.	
43.2 Records of overhaul and rebuilding.	145.50 Certification of Maintenance.	

14 CFR	JAR	AMO-Ref.
43.3 Persons authorized to perform maintenance, preventive maintenance, rebuilding, and alterations.	145.50 Certification of Maintenance.	
43.5 Approval for return to service after maintenance, preventive maintenance, rebuilding, or alteration.	145.50 Certification of Maintenance.	
43.7 Persons authorized to approve aircraft, airframes, aircraft engines, propellers, appliances, or component parts for return to service after maintenance, preventive maintenance, rebuilding, or alteration.	145.50 Certification of Maintenance.	
43.9 Content, form, and disposition of maintenance, preventive maintenance, rebuilding, and alteration records (except inspections performed in accordance with Parts 91, 123, 125 and §§ 135.411(a)(1) and 135.419 of this chapter.	145.50 Certification of Maintenance.	
43.11 Content, form, and disposition of records for inspections conducted under Parts 91 and 125, and §§ 135.411(a)(1) and 135.419 of this chapter.	145.50 Certification of Maintenance.	
43.12 Maintenance records: Falsification, reproduction, or alteration.	145.50 Certification of Maintenance.	
43.13 Performance rules (general).	145.50 Certification of Maintenance.	
43.15 Additional performance rules for inspections.	145.50 Certification of Maintenance.	
43.16 Airworthiness Limitations.	145.50 Certification of Maintenance.	

14 CFR	JAR	AMO-Ref.
43.17 Maintenance, preventive maintenance, and alterations performed on U.S. aeronautical products by certain Canadian persons.	Not applicable to JAA or JAA/NAA. NOTE: 14 CFR § 43.17 applies only to certain Canadian persons. It is based on a bilateral agreement between the United States and Canada.	
43 APPENDIX A —Major Alterations, Major Repairs, and Preventive Maintenance.	<i>FAA Special Condition MIP 3.1.1(a)</i>	
43 APPENDIX B —Recording of Major Repairs and Major Alterations.	<i>FAA Special Condition MIP 3.1.1(a)</i>	
43 APPENDIX C — [Reserved]	Not applicable.	
43 APPENDIX D —Scope and Detail of the Items (as Applicable to the Particular Aircraft) to be Included in Annual and 100-Hour Inspections.	Not applicable.	
43 APPENDIX E —Altimeter System Test and Inspection.	<i>FAA Special Condition MIP 3.1.1(a)</i>	
43 APPENDIX F —ATC Transponder Tests and Inspections.	<i>FAA Special Condition MIP 3.1.1(a)</i>	

**14 CFR 145.2—AIR CARRIER PART 121 REQUIREMENTS/
JAR COMPARISON CHART**

14 CFR	JAR	AMO
121.361 Applicability.	<i>FAA Special Condition MIP 3.1.1(c)(vi)</i>	
121.363 Responsibility for airworthiness.	Not applicable to repair stations.	
121.365 Maintenance, preventive maintenance, and alteration organization.	145.30 Personnel Requirements. NOTE: 14 CFR § 121.365(b) and (c) is not covered by the JAR.	
121.367 Maintenance, preventive maintenance, and alterations programs.	145.65(a) Maintenance Procedures and Quality Systems and appendix 2 item 4.2 cover 14 CFR § 121.367(a). 145.30(c) Personnel Requirements and 145.40 Equipment, Tools, and Material cover 14 CFR § 121.367(b). 145.50 Certification of Maintenance and Appendix 2 item 4.2 cover 14 CFR § 121.367(c).	
121.369 Manual requirements.	Not applicable to repair stations.	
121.370 Repair assessment for pressurized fuselages.	<i>JAR Subpart M.</i>	
121.371 Required inspection personnel.	<i>FAA Special Condition MIP 3.1.1(c)(vi)</i>	
121.373 Continuing analysis and surveillance.	Not applicable to repair stations.	
121.375 Maintenance and preventive maintenance training program.	145.30(d) Personnel Requirements.	
121.377 Maintenance and preventive maintenance personnel duty time limitations.	Not applicable outside the United States.	
121.378 Certificate requirements.	Not applicable to foreign repair stations.	

14 CFR	JAR	AMO
121.379 Authority to perform and approve maintenance, preventive maintenance, and alterations.	Not applicable to repair stations.	
121.380 Maintenance recording requirements.	145.55 Maintenance Records (JAR-OPS 1 Subpart M).	
121.380a Transfer of maintenance records.	JAR-OPS 1.920(c) Maintenance Records.	